

What is My Timetable?

This is a web based system that allows staff to view their personalised teaching timetable on any device.

My Timetable also has the ability to send your personal teaching timetable to your outlook calendar.

If there is a change to your individual timetable in the timetabling system, this information will be updated in both My Timetable and your Outlook calendar.

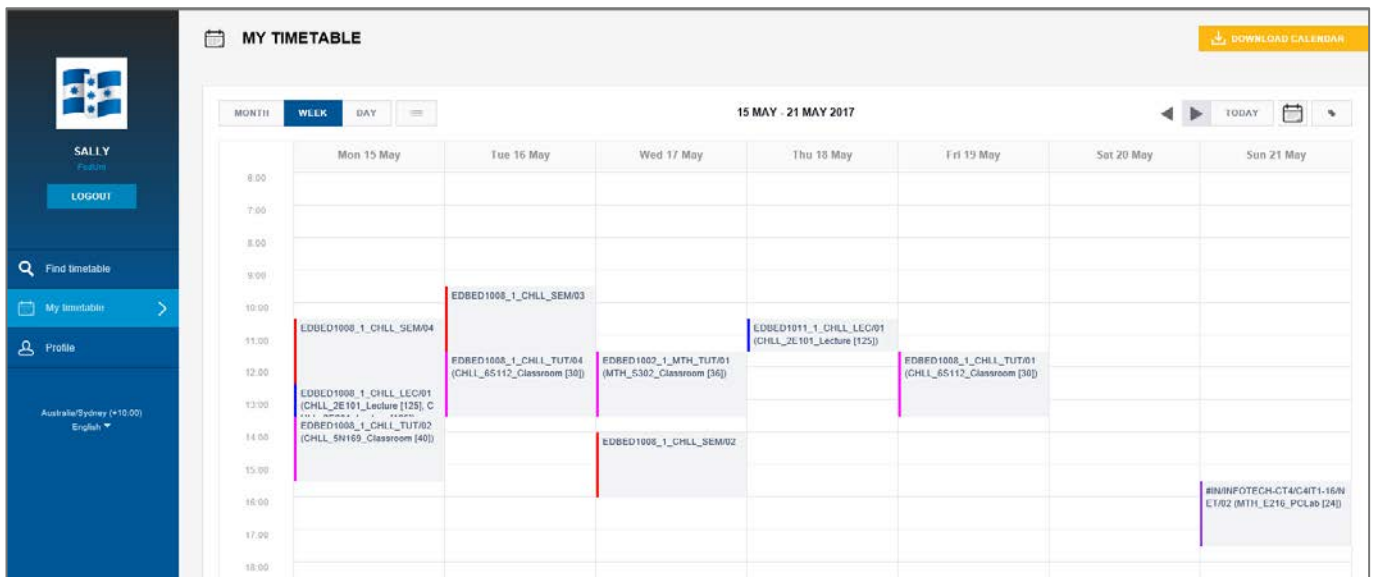
If you choose to turn on notifications, you will receive an email notification of any change to your timetable if the class is scheduled to run within the next 7 days.

How to use My Timetable

Viewing your personalised timetable

Complete the following steps to view your personalised timetable:

1. The My Timetable system can be accessed via the following website:
<https://mytimetable.federation.edu.au>
2. Log into My Timetable using your FedUni username and password
3. Your personalised timetable will display for the current week of the calendar year.



The screenshot displays the 'MY TIMETABLE' interface. On the left is a dark blue sidebar with the user's name 'SALLY FURDA' and a 'LOGOUT' button. Below this are search and navigation options. The main content area shows a weekly calendar view for '15 MAY - 21 MAY 2017'. The calendar grid has columns for each day of the week and rows for time slots from 8:00 to 18:00. Several class blocks are visible, such as 'EDBED1000_1_CHLL_SEM/04' on Monday at 11:00, 'EDBED1000_1_CHLL_TUT/04' on Tuesday at 10:00, 'EDBED1002_1_MTH_TUT/01' on Wednesday at 12:00, and 'EDBED1011_1_CHLL_LEC/01' on Thursday at 11:00. A 'DOWNLOAD CALENDAR' button is located in the top right corner.

4. You can change the view of your timetable by selecting one of the following:

<input type="button" value="MONTH"/>	View the classes in your calendar by month
<input checked="" type="button" value="WEEK"/>	View the classes in your calendar by week
<input type="button" value="DAY"/>	View the classes in your calendar by day
<input type="button" value="≡"/>	To view the classes via a monthly list view

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Scheduling Services

5. Use the following buttons to view different weeks on your calendar



To view the **previous** day/week/month in your calendar (depending on selected view)



To view the **next** day/week/month in your calendar (depending on selected view)



To view your calendar for today



To select a specific date that you wish to view

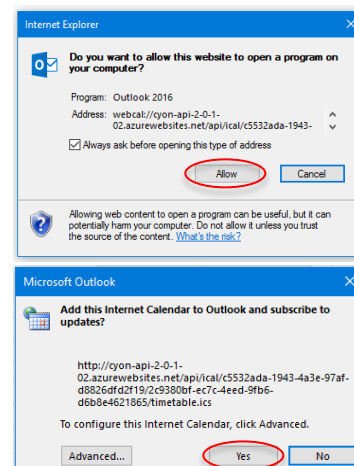
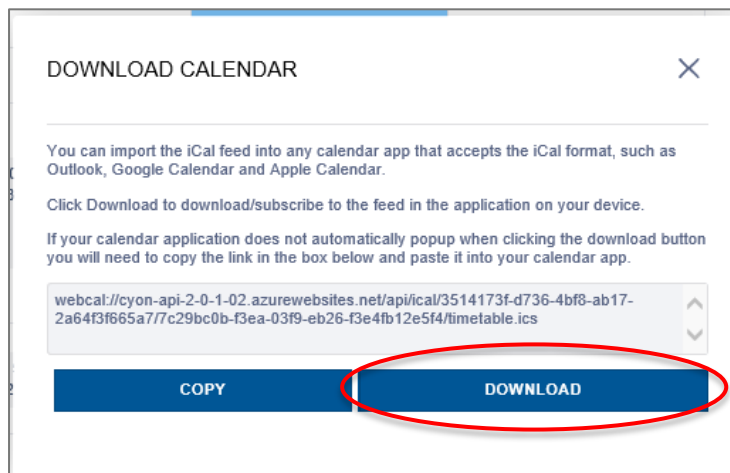
Downloading your personalised timetable to your Outlook calendar

Complete the following steps to download your personalised timetable to your Outlook calendar:


1. On the my timetable homepage, click on the 'Download Calendar' button on the top right hand side of the page.



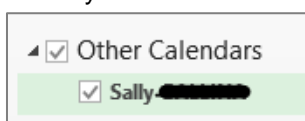
2. A 'Download Calendar' prompt will appear. Press the 'Download' button.



3. Your personalised calendar has now been downloaded to Outlook.

To view the calendar in Outlook, in Outlook click on the calendar icon  on the bottom left hand side of the page.

4. Select your name under the other calendars section on the left hand side.



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5. You can now see your individual timetable in Outlook.

Note: When the classes you are allocated to are updated in the timetabling system, this information will automatically update in both your personalised timetable in my timetable and Outlook every 30 minutes. Only classes that you are assigned to will display.

14 - 20 August 2017 Ballarat, Victoria Today 11°C/6°C Tomorrow 9°C/4°C Friday 7°C/2°C

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	14	15	16	17	18
8 AM					
9	EDBED1005_2_MTH_LEC, MTH_H101_Lecture [210]				BUECO1508_2_MTH_TUT MTH_B014_Classroom [22]
10				EDBED1009_2_CHLL_LEC CHLL_4N120_Lecture [202]	
11		FLMES1002_2_MTH_TUT MTH_S303_Classroom [36]		EDBED1009_2_CHLL_TUT CHLL_15215_Classroom [42]	
12 PM			BUECO1508_2_MTH_TUT MTH_T322_Classroom [24]		EDBED1009_2_CHLL_TUT CHLL_6S112_Classroom [30]
1				EDBED1009_2_CHLL_TUT CHLL_2S125_Classroom [40]	
2				EDBED1009_2_CHLL_TUT CHLL_2S125_Classroom [40]	
3		BUECO1508_2_MTH_TUT MTH_T210_Classroom [30]		FLMES1002_2_MTH_LEC, MTH_E211_Lecture [54]	

Turning on email notifications

Complete the following steps to receive email notifications when your personalised timetable has changed:

Note: If you choose to turn on notifications, you will receive an email notification of any change to your timetable if the class is scheduled to run within the next 7 days.

1. On the my timetable home page, click on the 'Profile' button on the left hand side.



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2. Untick the 'I do not want to receive notifications' box.

NOTIFICATIONS

By enabling notifications you will receive an email when an event has been changed or cancelled.

I WANT TO RECEIVE EMAIL NOTIFICATIONS AT

I DON'T WANT TO RECEIVE NOTIFICATIONS

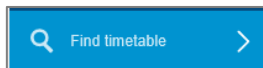
3. Update your email address if required.

Note: You will now receive notifications when there is a change to your timetable where the class is scheduled to run within the next 7 days

Search and view a timetable

Complete the following steps to search and view a timetable that is not on your personalised timetable:

1. On the my timetable home page, click on the 'Find Timetable' button on the left hand side.



2. On the right hand side, select the list type of one of the following the timetables you wish to view:

- Programmes of Study
- Location
- Course/Unit

LIST TYPE

PROGRAMMES OF STUDY LOCATION COURSE/UNIT

3. To search for a timetable, type the programme of study, course/unit or location you wish to view. For example EDBED1011 in the Course/Unit list type.

EDBED1011_1_CHLL

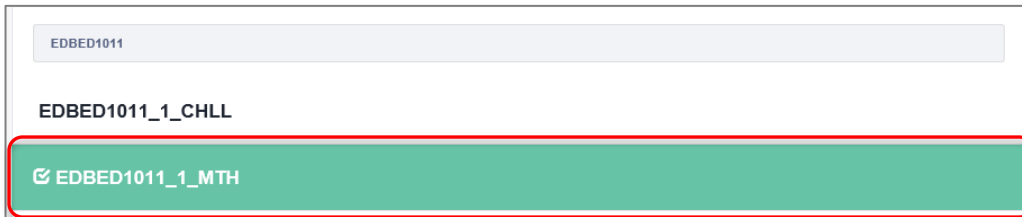
EDBED1011_1_MTH

EDBED1011_1_ODL

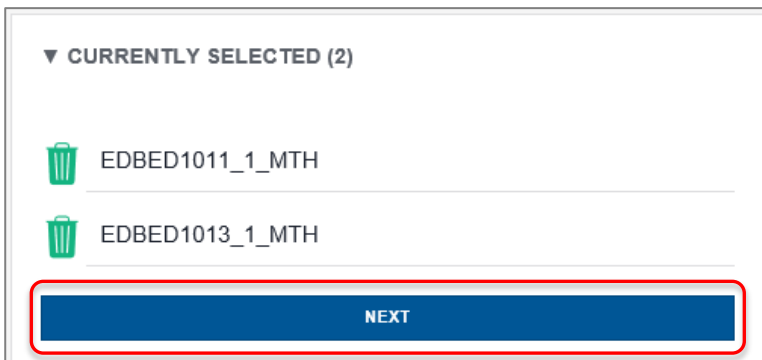
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4. Select the timetable you wish to view. You can add additional timetables by repeating step 3.



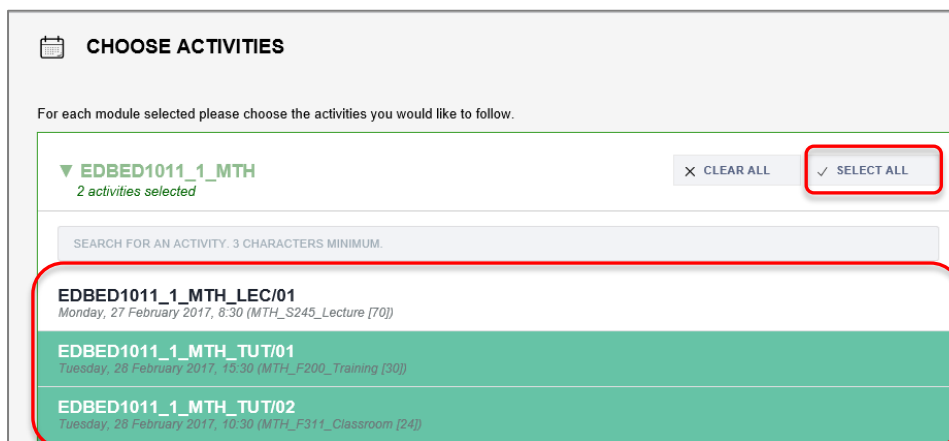
5. Once you have all the timetables you wish to view, select the 'Next' button



Hint: If you wish to remove an item that you have selected, press the trash can  icon.

6. When you press the 'Next' button you will be directed to the 'Choose Activities' page. On this page all class activities will appear for the selected items.

Select the class activities you wish to view. If you wish to view all activities, press the 'Select All' button.




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7. When the relevant class activities have been selected, press the 'Preview' button to view the timetable.


▼ SELECTED ACTIVITIES


EDBED1011_1_MTH

 EDBED1011_1_MTH_TUT/01 (Tuesday, 28 Feb, 15:30)

 EDBED1011_1_MTH_TUT/02 (Tuesday, 28 Feb, 10:30)

EDBED1013_1_MTH

 EDBED1013_1_MTH_LEC/01 (Monday, 27 Feb, 16:30)


 EDBED1013_1_MTH_TUT/01 (Wednesday, 1 Mar, 9:30)




BACK **PREVIEW**

8. At the top of the page, select the relevant view type to display how the timetable is viewed.

VIEW TYPE

Combined: Show your existing timetable with your new selections.
New: Only show your timetable with the newly selected activities.
Existing: Only show your existing timetable.

MONTH **WEEK** DAY 

15 MAY - 21 MAY 2017   TODAY 

	Mon 15 May	Tue 16 May	Wed 17 May	Thu 18 May	Fri 19 May	Sat 20 May	Sun 21 May
8:00							
9:00							
10:00			EDBED1013_1_MTH_TUT/01 (MTH_C902_Classroom [24])				
11:00		EDBED1011_1_MTH_TUT/02 (MTH_F311_Classroom [24])					
12:00							
13:00							
14:00							

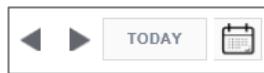
9. You can change the view of your timetable by selecting one of the following:

- View the classes in your calendar by **month**
- View the classes in your calendar by **week**
- View the classes in your calendar by **day**
- To view the classes via a **monthly list view**

Use the following buttons to view different weeks on your calendar

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To view the **previous** day/week/month in your calendar (depending on selected view)



To view the **next** day/week/month in your calendar (depending on selected view)

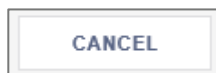


To view your calendar for today



To select a specific date that you wish to view

10. Once you have finished viewing the timetable, press the 'Cancel' button on the top right hand side of the page to return to your personalised timetable.



Note: The 'Save Timetable' button also appears at the top right hand side of the page. If you press this button the timetable that you are viewing will also appear on your personalised timetable.

This is not recommended if you have downloaded your calendar to Outlook as the newly added classes will also appear in your Outlook calendar.

If you require any assistance please contact Timetabling:

Email: timetabler@federation.edu.au

Phone: 5327 8084